

<b>COMPUTER ACCEPTABLE USE POLICY</b>
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## **Introduction**

The Town of Greenwich computer acceptable use policy (hereinafter referred to as “Computer Policy”) applies to all computers and components (hardware and software) utilized by Town of Greenwich employees. All Town employees using computers must read and review this policy.

### **Use of the Town’s computer constitutes acceptance of this policy.**

The Town's computer resources are provided on an as-is, as-available basis. The Town makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of said resources. The Town shall not be responsible for any claims, losses, damages, or costs of any kind (including attorney’s fees) suffered, directly or indirectly, by any user arising out of the user’s violation of this Policy. Each user is responsible for his or her use. No user of the Town’s computer is permitted to incur costs or liabilities during such use without prior express written authorization from the Department of Information Technology and a user’s Department Head. No financial responsibility will be assumed by the Town for any costs or liabilities or damages caused to anyone as a result of a user’s violation of this Policy.

## **Purpose**

The purpose of this policy is to establish guidelines and requirements governing the requisition and acceptable use of the Town provided computers and to communicate them to employees. Adherence to this Policy will minimize risks to the Town while providing a productive tool. The Town reserves the right to change this Policy.

## **Scope**

This Policy applies to all employees (regular, part time, temporary and seasonal), contractors, consultants, volunteers, interns, elected officials and other individuals who have been granted access to and use of the Town’s computer.

This Policy does not apply to public and student access to the computers that are governed by separate policies promulgated by the Board of Education and the Greenwich Public Libraries.

## **Access**

Employees, officials, contractors, interns, and other individuals may be granted access to the Town’s computer for the conduct of Town business. Department Heads retain the discretion at all times, however, to deny access to computer to any employee.

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**Authorized Access**

Only computers purchased, leased or rented by the Town may be used for conducting the Town business. Only the staff of the Information Technology Department is authorized to install and provide access to computers.

All unauthorized installations are subject to removal.

No employee shall:

1. Use computers in a way that violates copyrights, trademarks, patent protections or license agreements;
2. Gain unauthorized access to information that is confidential or protected, or attempt to do so;
3. Run programs that attempt to identify passwords or codes;
4. Interrupt programs that protect data or secure systems, or attempt to do so;
5. Read, copy, change or delete another person's work;
6. Use another person's password, or allow others to use theirs;

**Electronic Data Records and Freedom of Information**

Documents produced and stored using the Town's computers in the conduct of town business are "public records" and subject to disclosure under Connecticut's Freedom of Information Act (FOIA) unless an exemption to disclosure applies.

**Authorized Use of Town's Computers**

- *Town business*
- *Lawful use*
- *Appropriate business conduct*

The Town's computers are the property of the Town of Greenwich. The Town's computers are intended for the lawful and appropriate conduct of Town business and reserved for that purpose. All users of the Town's computers are expected to act and to communicate professionally using it in furtherance of the Town business.

Each user of the Town's computer is responsible for the content of all electronic data that he or she created, stored and used. No user of the Town computer has personal privacy rights in any document, e-mail or e-mail attachment created, received or sent using the Town's computer.

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**Data storage.**

Common sense should be exercised with respect to the creation, storage and usage of all data, private and public, stored on the Town's computer, as all such data are potentially public records subject to disclosure. Where statutes or regulations govern the storage or archiving of particular data, this Policy requires that such statutes and regulations must be followed.

**Confidential Data**

Where statutes or regulations govern the storage of confidential data, this Policy requires that such statutes and regulations must be followed.

NOTICE: You are hereby informed of the provisions of Chapter 55 of the Connecticut General Statutes governing personal data, a copy of which is attached hereto. The requirements of Chapter 55 must be observed by Town employees maintaining confidential data in the course of Town business including, but not limited to maintaining records of access as to such data. Only information about a person which is relevant and necessary to accomplish the lawful purposes of the Town shall be collected, used or disseminated in any computer system maintained by the Town including personal data stored in whole or part in a computer or in computer accessible data, on-line or off-line.

**Unauthorized Use**

Illegal use, uses in violation of this Policy, or inappropriate uses of the computers are not permitted.

No user shall:

1. Use the computer in a way that violates laws applicable to copyrights, trademarks, patents or license agreements;
2. Knowingly gain unauthorized access to information that is confidential or protected, or attempt to do so;
3. Run programs or software that attempt to identify passwords or codes;
4. Interrupt programs or software that protect data or secure systems, or attempt to do so;
5. Read, copy, change or delete another person's work without authorization;
6. Use another person's password, or allow others to use your password;
7. Use assumed names;
8. Attempt to evade, disable, encrypt or mask, use someone else's identity and/or password (without the users permission) or otherwise bypass existing access restrictions or other security provisions of the computer network;

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9. Knowingly disclose attorney-client communications or attorney work product;
10. Disclose data known to be confidential or which should be known to be confidential;
11. Use the Town computer for personal gain;
12. Use the Town computer for solicitation of non-Town business, gambling, entering contests or sweepstakes;
13. Attempt to connect to any other Town computer without authorization of Information Technology Department;
14. Conduct internal union business or any other non-Town business;
15. Install or distribute any non-Town-business related software and data including, but not limited to, animations, screen savers, wallpaper, etc. without the express prior approval of Information Technology department;
16. Use the Town's computer to commit wiretapping, unlawful interception of electronic communications, infringement of copyrights or trademarks or other proprietary rights, computer crimes or any other violation of local, state and/or federal laws or regulations. A copy of Connecticut General Statutes §53a-451 enumerating computer crimes in the State of Connecticut is attached hereto;
17. Use the Town computer to violate any provision of federal or state or local law

**Electronic Data Records and Freedom of Information**

Documents produced and stored using the Town computers in the conduct of town business are "public records" and subject to disclosure under Connecticut's Freedom of Information Act (FOIA) unless an exemption to disclosure applies.

**Retention of Data stored on the Town's computers.**

The Town, as a municipality, is required to retain public records for the periods specified in the retention schedule adopted by the State Public Records Administrator. Data created, stored or archived via the Town's computer that are considered public records must be kept for the same period of time as non-electronic documents. The governing guidelines for the retention or non-retention of electronic mail are as follows:

1. Permanent Records: Electronic data records that constitute Permanent Records must be retained permanently so as to be eye readable without interpretation either in the form of hard-copy printout or microfilm that meets the required standards. The Town Clerk has the applicable microfilm standards on file.  
If a permanent record is created or received on E-mail, it must be retained in the form of hard-copy printout or microfilm, not electronically.
2. Less Than Permanent Records – Electronic data records that fall into this category must be kept for the same legal retention period that govern non-

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electronic documents. During the retention period, the record must be kept in hard copy or electronic format that is capable of being retrieved and interpreted throughout the legal retention period. Your Department Head has the Retention Schedules for municipal documents.

3. Transitory Records - There is no retention requirement for transitory Electronic data records. These may be deleted automatically.

Department Heads are responsible for instructing their employees as to appropriate retention periods for all public records and for determining which of the three categories is appropriate for a particular Electronic data record.

### **Monitoring**

Pursuant to C.G.S. § 31-48d, you are hereby notified that when the Town has reasonable grounds to believe that an employee is engaged in conduct which (i) violates the law, (ii) violates the legal rights of the Town or violates the legal rights of Town employees, or (iii) creates a hostile workplace environment, and electronic monitoring may produce evidence of this misconduct, the Town may conduct electronic monitoring of the employee in question without prior written notice.

“Electronic monitoring” means the collection of information on the Town’s premises concerning a Town employee’s activities or communications by any means other than direct observation, including the use of a computer, telephone, wire, radio, camera, electromagnetic, photoelectronic or photo-optical systems, but not including the collection of information for security purposes in common areas of Town premises which are held out for use by the public, or collection of information prohibited under state or federal law.

### **Enforcement**

The Town’s Director of Information Technology has access to all data stored on the Town’s computers and is authorized as necessary to monitor compliance with this Policy and to conduct any electronic monitoring. The Town’s Director of Information Technology shall be provided access to the Town computers. The Town’s Director of Information Technology will review alleged violations of this Policy in the use of the Town’s computers on a case-by-case basis. Clear violations of this Policy may result in termination of the access to computer for the person(s) at fault. In addition, the Town’s Director of Information Technology shall refer all violations of this Policy for possible disciplinary action to the appropriate

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supervisory authority. All supervisory authorities are required to enforce this Policy and are authorized to issue appropriate discipline including possible discharge from employment for violations of this Policy. Violations of law in the use of the Town's computer network subject to possible criminal sanctions will be referred to the appropriate Town, State and/or Federal agency.

**Remote access of Town's computer network.**

Resources on the Town's network could be accessed remotely. The technical solution will be provided by Information Technology Department based on the best technology available at the moment and existing budget. Request for remote access has to be approved by the Department Head. The provision of this Policy is applicable to all users accessing the Town's computers remotely.

**Home use of the Town computer hardware and software**

Town's computer equipment, hardware or software, can be used at home if it is required by job responsibilities and such use does not violate any Town, State and/or Federal employment rules or contractual obligations. Requests for home use must come from the Department Head with a copy to the Human Resources Director and will be evaluated on a case-by-case basis by the Director of Information Technology.